



# Employee Self-Service Job Aid

## ESS How to View Benefit Statements

### Topic Overview

The purpose of this Job Aid is to walk through the process on how to view and print benefit statements through Employee Self Service.

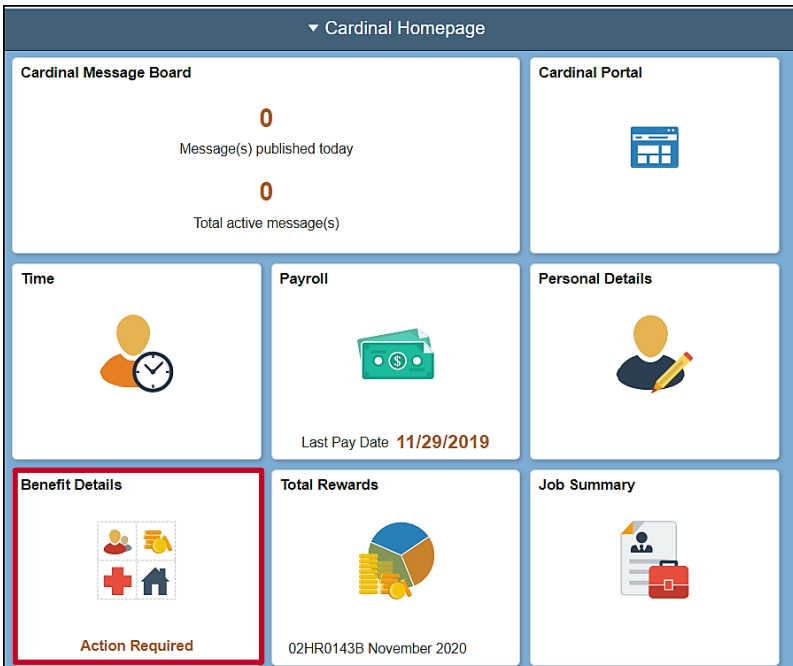
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**Viewing Benefits Statements**

1. Navigate to the **Cardinal Homepage**.

The **Cardinal Homepage** displays.



2. Click the **Benefit Details** tile.



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The **Benefits Details** page displays with the **Benefits Summary** tab displayed by default.

**Cardinal Homepage** **Benefit Details**

**JOHN DOE**  
Transport Opertrs Manager I

**Benefits Summary**

As Of: 09/15/2021

Type of Benefit	Plan Description	Coverage or Participation
Medical	COVA Care + Expanded Dental	Single >
Imputed Life	Imputed Life Insurance Income	Salary X 2 >
403(b)	403(b) Plan No Employer Match	5% Before Tax >
Section 457	457 Plan 24 pay period EE	\$40 Before Tax >
Flex Spending Medical	Medical Flex Spending Account	\$1,000 Pledge
Flex Spending Dependent Care	Dependent Care FSA	\$2,000 Pledge

3. Click the **Benefit Statements** tab.

The **Benefit Statements** page displays.

**Cardinal Homepage** **Benefit Details**

**JOHN DOE**  
Transport Opertrs Manager I

**Benefit Statements**

Statement Type

3 rows

Event Date	Issue Date	Enrollment Event	Statement Type
04/23/2021	04/23/2021 2:29:54PM	Event Maintenance	Confirmation Statement >
04/05/2021	04/23/2021 2:25:00PM	Event Maintenance	Submitted Enrollment >
04/04/2021	04/26/2021 3:02:57PM	Event Maintenance	Submitted Enrollment >

4. Select the applicable statement type using the **Statement Type** dropdown button.

**Note:** The **Statement Type** field dropdown menu contains “Submitted Enrollment” statements and “Confirmation Statements”.

5. Click the **Expand** icon (>) to the far right of the corresponding row to view the applicable statement.



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The **Benefits Statement** page displays for the applicable statement.

The screenshot shows the 'Benefits Statement' page. At the top, it displays 'Statement Type: Confirmation Statement' and 'Description: Event Maintenance'. Below this, it shows 'Enrollment Effective Date: 04/23/2021' and 'Statement Issue Date: 04/23/2021 2:29PM'. A 'Print View' button is in the top right. A disclaimer states: 'This statement confirms your Event Maintenance benefit selections and pay period costs, dependent information, and beneficiary information. If an error has been made in recording your elections, please contact your benefits administrator. These coverages will remain in effect until the next Benefits Open Enrollment or you experience a change in family status or employment situation. Please keep the statement for your records.' Under 'Statement Sections', the 'Expand All' button is highlighted with a red box. Below it are expandable sections: Personal Information, Cost Summary, Election Summary, Dependents and Beneficiaries, and Investment Allocations.

- Click the **Expand All** button to expand all sections or the **Individual Section Expand** icon (>) to expand an individual section.

The page refreshes and the expanded view of the statement displays.

The screenshot shows the 'Benefits Statement' page with the 'Personal Information' section expanded. The 'Expand All' button has been replaced by a 'Collapse All' button. The 'Personal Information' section contains a disclaimer: 'This is your personal information currently on file. It is important that the data shown is complete and correct. If this information is not correct, update the information through the Personal Information or contact your Benefits Administrator.' Below this is 'Contact Information' with fields for Name (JOHN DOE), Mailing Address, and Email Address (noemail@virginia.gov). The 'Eligibility Information' section shows Home Address (100 MAIN ST., RICHMOND, VA 24381-3618), Gender (Male), Marital Status (Unknown), Birth Date (04/08/1958), and Service Date (11/06/2011). The 'Cost Summary' section is partially visible at the bottom, showing a note about the cost of coverage.

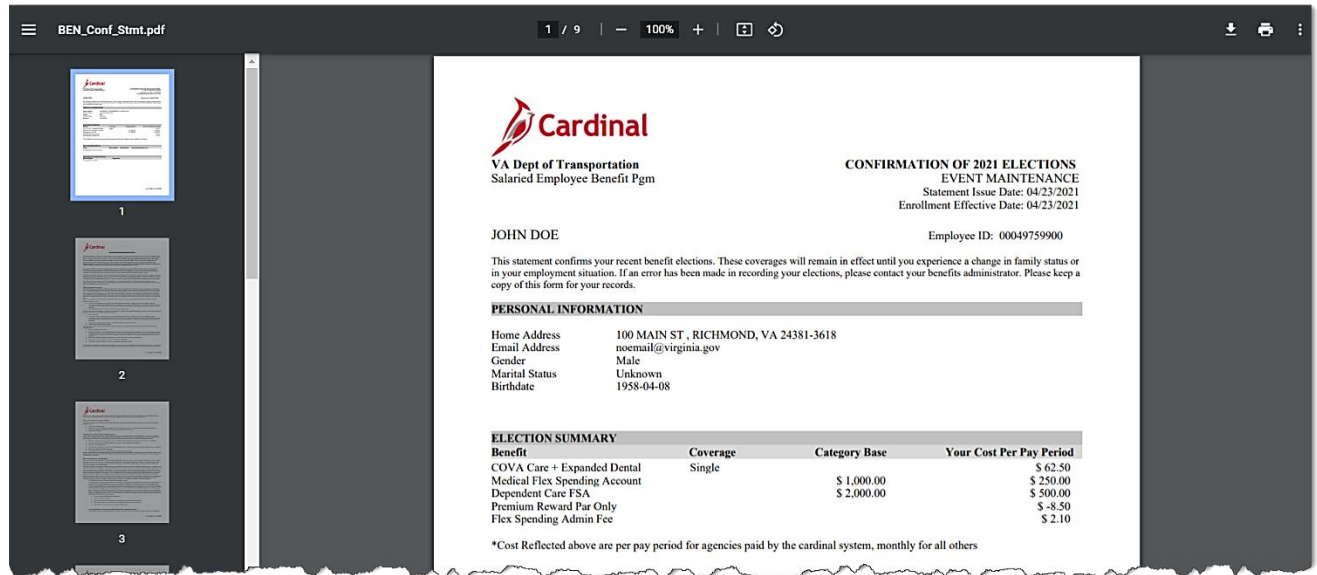
- Review the expanded information on the statement.
- Click the **Print View** button in the top-right hand corner of the page to generate a PDF version of the Confirmation Statement that can be saved or printed.



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The **Print View** of the statement displays in a separate window.



9. Save or print the file as desired.